

GUIDELINE	PERFORMANCE	EXCEPTIONS
1) Establishment of Operating Logs a) Logs should be established for all key control points including operations supervisor, and control room operator b) Provide narrative sections on round sheets when logs are not used at a particular control point	1) Establishment of Operating Logs a) Logs are maintained for all key shift positions, See OPM 1.2 , "C-AD Documents." Also see the Accelerator Division Operations Web . b) Narrative sections are provided on round sheets where appropriate. For example, see OPM 4.56.a "AGS Ring Sweep Checklist"	1) Establishment of Operating Logs None
2) Timeliness of Recordings a) Log information should be recorded as soon as possible to prevent inaccuracies.	2) Timeliness of Recordings a) Operations logbooks are completed as events progress but in no case later than the end of each shift see OPM 2.7 , "Logkeeping"	2) Timeliness of Recordings None
3) Information to be Recorded a) Provide written guidance to define the type, scope, and format of entries b) Minimum information required: i) Changes in facility operating mode or condition ii) Record of critical data iii) Abnormal facility configurations iv) Status changes in safety-related or important equipment v) Occurrences of reportable events vi) Initiation and completion of surveillance tests vii) Actions that breach operational safety limits viii) Security incidents	3) Information to be Recorded a) Information to be recorded is identified in OPM 2.7 , "Logkeeping" b) Minimum information required in OPM 2.7 is: i) Changes in accelerator operating mode or condition ii) Record of critical accelerator data and shift summaries iii) Abnormal accelerator or experimental area configurations iv) Status changes in safety-related or important equipment such as access control system changes v) Occurrences of reportable events vi) Initiation and completion of accelerator tests vii) Actions that breach operational safety limits viii) Security incidents	3) Information to be Recorded None

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CHAPTER: XI "LOGKEEPING"

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ix) Out-of-specification chemistry or process results x) Shift reliefs	ix) Out-of-specification process results such as high beam losses x) Shift and personnel changes	
4) Legibility a) Logs must be legible, understandable and suitable for photocopying	4) Legibility a) OPM 2.7 , "Logkeeping," indicates that entries are to be legible and made with a pen in a color that can be photocopied. Several operations logs are electronic or 'E-logs' and rules for E-logs are in OPM 2.7.	4) Legibility None
5) Corrections a) Do not erase or cover up entries; score them out with a single line	5) Corrections a) OPM 2.7 , "Logkeeping," indicates that paper log entries are to be crossed out with a single line and are not to be completely obscured	5) Corrections None
6) Log Review a) Logs must be reviewed periodically by supervisors	6) Log Review a) Logbooks, or photocopies, are made readily available and are reviewed each day during operations by supervisors and management. Formal review of logs is periodically performed by the C-AD Q staff. See OPM 13.10.1 , "Independent Assessment." Log entry summaries for each shift are E-mailed to supervisors and managers.	6) Log Review None
7) Care and Keeping of Logs a) Provide written guidance on the disposition of completed logs: i) Make available for operators returning after an absence ii) Storing for expected life of the facility iii) Retrieving stored logs	7) Care and Keeping of Logs a) Written guidance on the disposition of logbooks is provided in OPM 2.7 , "Logkeeping" and: i) Availability for operators returning after an absence is described ii) Storing for expected life of the C-AD is described iii) Retrieving stored logs at C-AD is described	7) Care and Keeping of Logs None